



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

**Louisiana "*La Carte*" Purchasing Card Policy  
Addendum 03-01  
October 30, 2002**

To: All Department Secretaries; Undersecretaries; Purchasing Departments;  
Colleges and Universities

From: Denise Lea  
Director of State Purchasing

Effective this date, Executive Order MJF 2002-56, Section 4:A provides, "No competitive bidding is required for purchases made with the *La Carte* procurement card not exceeding \$1,000 per single purchase transaction.

Therefore, the Louisiana "*La Carte*" Purchasing Card Policy, Section I:A (paragraph 2) is amended to read as follows:

Effective October 30, 2002 the single purchase transaction limit for non-competitive small purchases made with the *La Carte* credit card will be increased to \$1,000 for all state agencies. Even though the procurement card single purchase limit has been raised to \$1,000, it remains the agencies responsibility for setting individual cardholder limits.

Please note that while Executive Order MJF 2002-56, Section 4:B does allow for single purchase limits up to \$5,000 by obtaining 3 price quotations for *La Carte* card transactions, at this time no *La Carte* card shall carry a higher single purchase limit of \$1,000 unless a review and delegation has been granted by the director of State Purchasing.

Each cardholder is responsible for the use of their card and is encouraged to visit the State Purchasing website at: [www.state.la.us/osp/lacarte/lacarte-intro.htm](http://www.state.la.us/osp/lacarte/lacarte-intro.htm) to keep abreast of program updates. If there are any questions regarding this addendum please contact Pamela Miller at 225-342-8039 or Jimmie Sanders at 225-342-8053.